

ELECTRONIC RECORDS MANAGEMENT

"What Should I Be Doing?"

September 30, 2009

8:30 am to noon

Redmond City Hall

15670 NE 85th Street

Redmond, WA 98052



Washington State Archives is pleased to present a FREE workshop on electronic records management for public agencies.

This workshop will include the following topics:

- Retention schedules and electronic records
 - Emails, blogs, and social networks
 - Using what you already have
 - Going paperless

Registration is required, seating is limited. To register for this session, email Mike Saunders MSaunders@bellevuecollege.edu with name, agency, position, your email address and phone number.

Confirmation and directions will be sent prior to workshop.

We look forward to seeing you there!

Questions? Call Leslie 360-586-4893